

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update Annual Plan for Fiscal Year: 2003

**for the
Huntingburg Housing Authority (IN028)**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Huntingburg Housing Authority (HHA)

PHA Number: IN028

PHA Fiscal Year Beginning: 01 / 01 / 2003

PHA Plan Contact Information:

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TDD: n/a
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Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

☒ Main administrative office of the Huntingburg Housing Authority

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

☒ Main administrative office of the Huntingburg Housing Authority

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main business office of the Huntingburg Housing Authority

PHA Programs Administered:

☒ Public Housing Only

Annual PHA Plan Fiscal Year 2003

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Annual Plan

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NOTE: Some page numbers (11, 14, 16) do not appear due to the template “numbering system” which failed to be concise.

ii. Executive Summary

The Huntingburg Housing Authority (HHA) has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 & the ensuing HUD stipulations in accordance to the Federal Register of 2/18/99.

HHA has adopted the following Mission Statement as a guide in providing services to our residents and the community.

- * The mission of the Huntingburg Housing Authority (HHA) is to provide adequate & affordable housing, economic opportunities, and a suitable living environment without discrimination to the citizens of this area. We will provide and maintain a decent, safe and sanitary living environment. It is the intent of this agency to be considered a valued part of the local community and will work in cooperation with city government and officials.**

As a Public Housing Authority our basic goals are to (1) assist in making available, to eligible applicants and tenants, decent, safe & affordable housing; (2) ensure equal opportunity in housing for all individuals; (3) promote self-sufficiency & asset development of families/individuals; and (4) improve the quality of life and economic quest within the community. The following goals & objectives have been adopted to ensure that our Mission Statement is upheld.

Goal One: Sustain a REAC score as a "standard or high performer"

Objectives:

- ✓ HHA will endeavor to keep the vacancy rate 95% to 98%+ on an annual basis.
- ✓ HHA will work cooperatively with the residents to provide assistance with budgeting to ensure that rent is paid monthly and provide rent-payment plans in situations as deemed necessary to ensure that write-offs meet expected performance standards.
- ✓ Work orders will continue to meet the expected performance-timeliness standards for Emergency, Routine, and Preventative Maintenance requests.
- ✓ Perform annual inspections using PHAS guidelines, as well as, cursory monthly inspection during pest-control services, to meet standards set at 100% compliance.

Goal Two: Maintain the premises in such a manner that it is highly regarded in the community as a respectable neighborhood in which to reside..

Objectives:

- ✓ Use the CFP monies to ensure all units meet technical requirements as set by HUD.
- ✓ Do annual inspections of all apartments to ensure tenants are abiding by the cleanliness provisions of HUD's inspection standards.

- ✓ Provide each tenant with a copy of HHA/HUD's Housekeeping Standards to enable them to satisfy lease & inspection regulations.

Goal Three: Provide a safe and secure living environment for our residents.

Objectives:

1. Monitor the Security Services Program to ensure the amount of time allotted to the Security Officer is sufficient to fulfill protective needs which will be adjusted as required.
2. Include the costs of the Security Services Program in the annual budget to ensure its continuation.
3. Supervise the Security Officer's curriculum to verify it meets the requests and needs of the residents while working cooperatively with the local police department.

Goal Four: Provide opportunities & information to the residents in an effort to improve their current situations & a better future through education and job training as offered by local agencies.

Objectives:

- ✓ Provide information on how to contact local schools/colleges about available courses and GED availability as a way to enhance employment skills. Provide contact numbers, information, etc. in the bi-annual Legal Newsletter published by HHA.
- ✓ Make space (i.e. Community Room) available to local agencies for sign-up, training & informational sessions with the tenants.
- ✓ Data will be made available to all residents through quarterly newsletters and the bi-annual legal newsletter on ways to improve their daily lives, health and future.

HHA's Annual Plan is fundamental in the process of accomplishing our goals and objectives which will ensure the progression to successfully meet and maintain our Mission Statement.

- ✓ The policies; Management Plan; resolutions; timely completion of all HUD mandated reports and submissions; use of fee-accountant services; annual independent audits; Board meetings; up-to-date leases; ACOP; Newsletters/Memos-to-Tenants; along with the security program; etc. are all components of our Annual Plan. The attainment of fulfilling these targets provides our Housing Authority with the capacity to comply with all portions of the Agency Plan.

1. Summary of Policy or Program Changes for the Upcoming Year

Currently, HHA is not anticipating any policy or program changes in the up-coming year. We will continue working diligently to comply with all requirements and obligations set forth by all factions that govern the legal, moral and expected criterion of HUD & HHA.

2. Capital Improvement Needs

A. X Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? **\$ 75,138.00**

C. X Yes No: Does the PHA plan to participate in the Capital Fund Program in the upcoming year?.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

CFP 5-Year Action Plan		
<u> X </u> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IN028	Huntingburg Housing Authority (HHA)	
Description of Needed Physical or Management Improvements	Estimated Cost	Planned Start Date

<p>HHA has no major development changes during the next 5 years. However, each year this authority works very hard to improve the curb appeal and community value of our property. Maintaining the grounds, continuing to upgrade the landscape, enhancing the units, as well as, providing a safe and sanitary living environment for our residents are all part of an on-going goal. Our CFP monies are used for new flooring, painting, appliances, lawn furniture, etc. as the needs change for the apartments leased to the tenants. During 2003, we are planning to have the grounds surveyed, aerial photos taken and drainage improvements done at both sites to end wash-outs and standing water. These will reduce the chance for mosquitoes to breed. These funds are also expended for replacing old equipment, maintaining & up-grading the technical / mechanical systems, etc. while incorporating feasible suggestions from the residents.</p>	<p>Approximate cost \$75,000.00 annually</p>	<p>2003</p>
Total estimated cost over next 5 years	\$371,000.00	

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

1. _____ Yes **X** No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year

2. Activity Description: **N/A**

4. Voucher Homeownership Program

A. _____ Yes **X** No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ?

B. Capacity of the PHA to Administer a Section 8 Homeownership Program: **N/A**

5. Crime and Safety: PHDEP Plan

- A. ____ Yes **X** No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____
- C. ____ Yes **X** No: Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ____ Yes **X** No: The PHDEP Plan is attached at Attachment ____

6. Other Information

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. ____ Yes **X** No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached as Attachment G
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
☐ Yes ☐ No: below or
☐ Yes ☐ No: at the end of the RAB Comments in Attachment ____.
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.
- ☐ Other: (list below)

B. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: **State of Indiana**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- ☒ Other: **The Agency Plan is sent, upon completion, to IHFA for approval.**

3. PHA Requests for support from the Consolidated Plan Agency

_____ Yes ☒ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: **An approval letter is received annually from IHFA.**

C. Criteria for Substantial Deviation and Significant Amendments: N/A

1. Amendment and Deviation Definitions

A. Substantial Deviation from the 5-year Plan:

B. Significant Amendment or Modification to the Annual Plan:

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
✓	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
✓	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
n/a	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
n/a	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the method for setting public housing flat rents ✓ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
n/a	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
n/a	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
n/a	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
n/a	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
n/a	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures ✓ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
n/a	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
n/a	Approved HOPE VI applications or approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
n/a	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and ADA. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
n/a	Approved or submitted applications for demolition or disposition of public housing	Annual Plan: Demolition and Disposition
n/a	Approved or submitted applications for designation of public housing	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
n/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
n/a	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
n/a	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
n/a	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
n/a	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
n/a	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
n/a	The most recent PHEDEP semi-annual performance report	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
n/a	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
✓	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
✓	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Huntingburg Housing Authority 1102 Friendship Village, Huntingburg, IN 47542
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Grant Type and Number: Capital Fund Program: IN36P028502-03
Capital Fund Program Replacement Housing Factor Grant No:

Federal FY of Grant: 2003

<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no: (1)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	15,000	7,000	5,000	5,000
8	1440 Site Acquisition				
9	1450 Site Improvement	26,822	39,822 + 5,000	44,822	25,000
10	1460 Dwelling Structures	10,000	10,000 + 7,321 = 17,321	5,000	5,000
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	10,000	5,000	1,000	1,000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	61,822	61,822 + 12,321 = 74,143	55,822	36,000
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amt of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Huntingburg Housing Authority 1102 Friendship Village, Huntingburg, IN 47542		Grant Type and Number: Capital Fund Program: IN36P028501-03 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement (for additional funds)		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: (1))	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000			
10	1460 Dwelling Structures	7,321			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	12,321			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amt of line 20 Related to Energy Conservation Measures				

Attachment D**Capital Fund Program 5-Year Action Plan**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years.
 Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IN028	Huntingburg Housing Authority (HHA)	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost
HHA has no major development changes during the next 5 years. However, each year this authority works very hard to improve the curb appeal and community value of our property. Maintaining the grounds, continuing to upgrade the landscape, enhancing the units, as well as, providing a safe and sanitary living environment for our residents are all part of an on-going goal. Our CFP monies are used for new flooring, painting, appliances, lawn furniture, etc. as the needs change for the apartments leased to the tenants. During 2003, we are planning to have the grounds surveyed, aerial photos taken and drainage improvements done at both sites to end wash-outs and standing water. These will reduce the chance for mosquitoes to breed. These funds are also expended for replacing old equipment, maintaining & up-grading the technical / mechanical systems, etc. while incorporating feasible suggestions from the residents.		Approximately cost \$75,000.00 annually
Total estimated cost over next 5 years		\$371,000.00

Required Attachment E:

Resident Member on the PHA Governing Board

1. ☐ Yes ☒ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

☐ Elected

☐ Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

☒ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate on the Board.

☐ Other (explain):

✓ Date of next term expiration of a governing board member: 12/31/2002

✓ Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Gail Kemp, Mayor

Required Attachment F:
Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards:

Ms. Camillia Huff, Family Unit Representative

Ms. Sandy Lents, Disabled/Handicap Resident Representative

Ms. Evelyn Mathies, Senior Resident Representative

Required Attachment G:
**Comments of Resident Advisory Board & Explanation of
PHA Response**

The Resident Advisory Board met at 1:00 PM on Thursday, July 24, 2002, to discuss the Annual Plan for 2003.

There were no changes or amendments recommended by the Advisory Board for the Annual Plan or for the use of the Capital Fund monies.

NOTE: The plan will now be sent to IHFA for approval of consistency with the state Consolidated Plan and will be on display for public comments for the next 30 days.